



**NOTRE DAME HIGH SCHOOL  
JOB DESCRIPTION**

***Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

<b>Job Title</b>	Assistant Premises Manager
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<b>Salary/Working Pattern</b>	<p align="center">Scale H  <b>Starting salary: £26,845 p.a.</b>  <b>Salary scale: £26,845 p.a. - £29,439 p.a. pay award pending</b>            37 hours per week / Full Time – Full Year            From time to time the role will involve working early mornings, late evenings and weekends.            Working Pattern: Standard working pattern of 9AM – 5PM (Monday to Thursday and 9AM – 4:30PM Friday).</p>
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<b>Purpose of the Job</b>	<p>Working in accordance with any currently applicable schedules to contribute to teaching and learning by providing a maintenance service to the school so that the premises are routinely and continually well maintained.</p> <p>Supporting the Premises Manager in ensuring compliance with health and safety requirements, security, maintenance, improvement works are carried out as required and in a timely manner, working to a high standard and in accordance with any currently applicable schedules.</p> <p>In addition, providing cover for the Premises Manager on a short-term basis i.e., to cover holiday periods.</p>
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<b>Responsible To</b>	Premises Manager
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<b>Responsible For</b>	N/a
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<b>Level of Contact with Children &amp; Degree of Responsibility</b>	<b>Level of Contact with Children</b>	<b>High</b>
	<b>Degree of Responsibility for Children</b>	<b>Medium</b>

<b>Conditions of Employment</b>	<p>The conditions of employment for members of non teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service.</p> <p>To implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ’s teaching</p>
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## **Duties and responsibilities**

### **Performance Measures:**

- Under the direction of the Premises Manager, both reactive and preventative maintenance requirements of the school premises are continually achieved to a high standard in an efficient, effective and economic way, working in the best interests of the school.
- Maintenance related issues are dealt with in a cost effective and timely manner
- The school is a safe, clean, secure and pleasant environment for students, staff and visitors.

### **Primary Responsibilities:**

The post holder will be required to:

#### **General Duties**

Utilising a trade skill or equivalent experience where appropriate:

- Carry out duties directly relating to the Daily, Weekly, Monthly, Annual etc checks / works schedule and in keeping records accurate / up to date, which could be via a management information system
- Carry out premises jobs as identified via the 'Premises Database (or equivalent) and/or as prioritised by the Premises Manager
- Complete planned and reactive maintenance projects including for example painting/redecoration schedules/changing lights/fixing toilets
- Being available for cover for opening up / locking up/site security at the end of the day/after out of hours events etc.
- To respond to out of hours' contact from key holders or others as appropriate.
- Deputise for the Premises Manager in their absence.

#### **Health and Safety**

- To support the Premises Manager in ensuring compliance with health and safety across the site.
- To support in ensuring safe access to and around the site i.e., in icy conditions etc.
- To successfully complete and keep up to date any training as deemed necessary for the role.

### **Additional Specific Responsibilities:**

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional responsibility appropriate to the level of role as the school develops and/or the need arises.

### **General Duties:**

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors;
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people;
- To be available to work outside normal working hours as required.